State of North Dakota

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COMMITMENT ACCOUNTING

OVERVIEW

The Commitment Accounting business process facilitates the budgeting and tracking of actual payroll costs. We exchange some information with PeopleSoft Financials applications. This exchange keeps both systems in sync. Commitment Accounting is a part of the larger Commitment Control business process available in the PeopleSoft Financials modules.

During training, we will focus on the use of funding sources to properly classify actual expenses used to produce the labor distribution reports and to send information to General Ledger.

OBJECTIVES

After completing this section, you will be able to:

- Understand PeopleSoft 8.3 Commitment Accounting concepts and business processes.

- Understand how to maintain Commitment Accounting information and adjust Actuals Distribution data in your PeopleSoft application.

- Determine Account Codes that are relevant to your business requirements.

CONVENTIONS USED

To indicate how a field is used by the state, an explanation will be provided in italics. For example: *Required, enter "STATE".* Additional text that is not in italics provides additional information about the functionality of this field, but is not specific to its use at North Dakota.

Fields that are required by PeopleSoft are noted by the "*" on the web page. Fields that are required for proper business operations at the state are noted as "*Required"* in this manual.

The topics covered are presented in detail to help get you started quickly. Each explanation builds on previous topics, so information that appears later in the manual will not repeat steps that have already been covered, such as using a search dialog box and running a process. The later instances are noted and refer you to a more complete coverage of the topic that appears earlier in the material.

UNDERSTANDING COMMITMENT ACCOUNTING

Commitment Accounting allows you to budget funds for labor expenses, and to establish default accounting information (funding sources) on how to distribute those expenses.

The first step in determining your budget is whether or not you wish to place a firm limit on the expenses, or just need to establish the accounting defaults. *(Generally the state plans to use commitment accounting for account defaults, but the functionality exists to use it for budget purposes.)* After you have defined your budget and accounting information, you will pay labor expenses from those funding sources every time you run payroll.

Just because you have budgeted labor expenses to certain funding sources doesn't mean that you have to spend it all. If an employee leaves part way through the fiscal year, you do not have to spend the remainder. You can update the budget information throughout the year to account for changes in personnel and funding sources.

In addition to updating accounting default values, you can change the funding sources incurred for actual payroll expenses. For example, funding sources charged on the Advance payroll can be changed in PeopleSoft after the payroll is run, but before the GL journal is created.

COMMITMENT ACCOUNTING TERMS

There are some basic terms used throughout the PeopleSoft Commitment Accounting section. Prior to using your application you will need to become familiar with these terms.

Budget Entry	A collection of field values that describe the accounting treatment for a particular position at the Earnings, Deduction or Tax level.
Account Code	A 25 character (maximum) code that points to a specific combination of ChartField values. Used in HR, not Financials/General Ledger.
Account Number	The General ledger ChartField used to record assets, liabilities, equity, expenses and revenue. *Previously known as object code.*
ChartFields	General Ledger fields used together to describe an accounting entry, including Account, Department, Fund, Class (*Appropriation Line*), Operating Unit (*Appropriation*), and Project / Grant.
Set ID	*The Agency number.* It is used to point to tables containing default values.
Business Unit	*The Agency number.* It is used in GL to define a balanced set of books.
Department	*Identifies an organizational unit (HR – 3 or 6 digits) or Cost Center (GL – 4 digits) within a business unit. Note: Department values are different in the HR vs. GL systems.*
Earnings Code	Breakdown of pay. *e.g. regular - S01. overtime – S11*
Deduction Code	Breakdown of benefits. *e.g. medical - S10101, EAP – P1Z101*
Tax Class	Breakdown of taxes*. e.g. FICA-MED, OASDI*.
Empl ID	An arbitrary and unique value that identifies a specific employee. (*Social security number is no longer used as the Employee ID.*)
Position	*Describes a specific job within an agency. The position is associated with a certain Agency and department. In most cases, only one employee is assigned to a position.*

SIGNING INTO YOUR SYSTEM

1. **Open** your web browser – Internet Explorer.

2. **Select** the PeopleSoft 8.30 Training Database

A **PeopleSoft sign-in** window will appear:
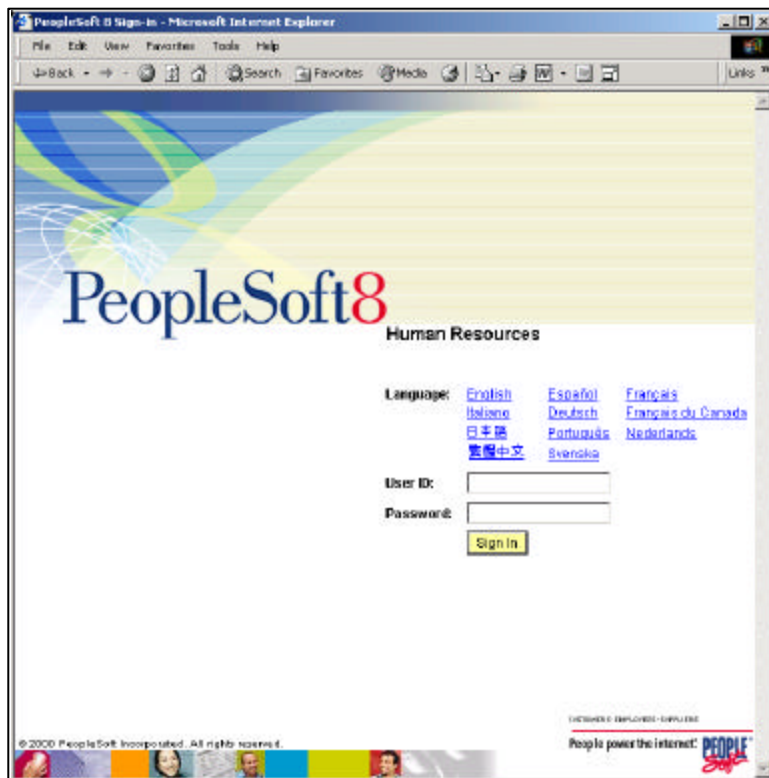
3. Enter you **User ID** and **Password.**

Your User ID and Password are case sensitive. Passwords always appear as asterisks in the display as you type them. For your specific User ID and Password refer to your classroom instructor.

4. Click on the **Sign In** button.

ACCOUNT CODES

OVERVIEW

Account codes are used to point to a combination of field values that represent a unique accounting string. Account codes are used in HR, but not in the Financial Systems.

The Account Code page is where Account Codes are defined and their relationship to certain General Ledger ChartField values is established. Later on you will use the Account Codes defined here as values in the Department Budget table.

ACCOUNT CODE TABLE NAVIGATION

To initiate the Account Code process, use the following navigation:
Define Business Rules > Define Commit Accounting (US) > Setup > Account Code Table. This will bring you to the following search page, from which you can examine existing codes and add new ones:

EXAMINING ACCOUNT CODE ENTRIES

Enter a value in one or more of the search fields and click the
Search button. You can narrow the search by entering as much
information as you can. You can also enter partial values into
fields. This will bring up a list similar to the one shown below.

Now review the list of items based on your search criteria. If you
do not see the right combination of ChartField values you need,
you will have to add it. Adding Account Codes is covered in the
next section. If you do see the right item, click on it to display the
Account Code page.

Note: the process for searching and examining entries for other
pages, such as Department Budget, Suspense and Actuals
Distribution table entries is very similar. Therefore, this section is
not repeated for those other pages.

ACCOUNT CODE NUMBERING SCHEME

In order to make the Account Codes consistent we have adopted a specific convention for how they are numbered. The objective of this standard is to pack as much information as possible about the ChartFields that the Account Code represents, within the 25 character limitation. It is important to stick to this standard when adding new values, so that other users can infer the correct Account Code to be used, based on the ChartField values known. (Each unique combination of ChartFields can only by used with one account code, and existing account codes cannot be deleted, so use caution when creating new account codes.) The scheme is described as follows:

Length	ISI/SAMIS Field	PeopleSoft Field	Description
			Required Fields
3	Agency	Business Unit / SetID	*Required – first three digits of agency*
4	Cost Center	Department ID	*Financials Department (cost center), not HR organizational Department*
1			*E = Earnings*
			Optional Fields
1			*" – " A dash is added*
3	Fund	Fund	*Required*
2	Class	Appropriation Line	*Last 2 digits of the class (2 digit appropriation line)*
Up to 11	Grant & Year, Project, Sub, Phase	Project/Grant	*11 digits are available for:* *Grant & Year Project Sub Phase* *If the Project number is greater than 11 digits, then truncate it to 9 digits and add the next sequential value available (starts with x).*

ADDING ACCOUNT CODE ENTRIES

Before entering a new value, make sure that it does not already exist. Also check that the ChartField combination you will use does not already exist, since each combination can only be defined one time. Click on the Add a New Value link. The page shown below will be displayed.
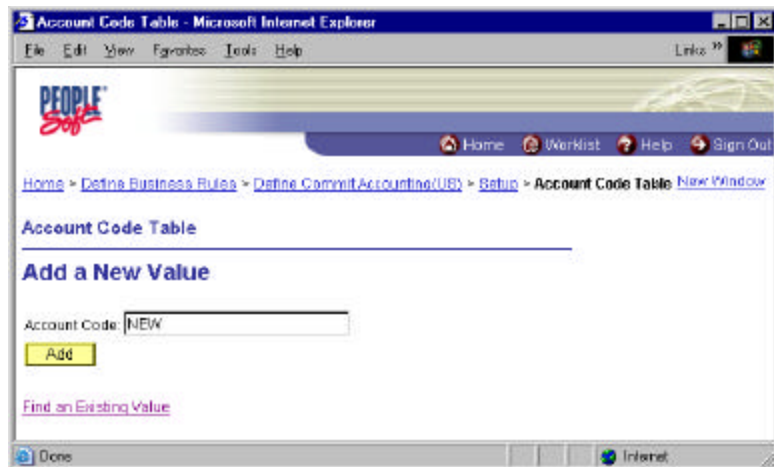
Overlay the word 'NEW' with the Account Code value you wish to add. Click on the Add button. The following page will be displayed.

ACCOUNT CODE PAGE

Once an Account Code is added, the result will look similar to the example shown below.

Effective Date – *Use beginning of fiscal year.*

Description – *Enter a description. (The initial value set for these in the conversion process was basically the same coding as the account code, with some blanks inserted for readability. You can use whatever description you would like to make it more easily identifiable.)*

Short Descr – *Enter a shortened version of the description – up to 10 characters.*

Direct Charge – *Required. Check this option.*

Commitment Accounting – *Required. Check this option.*

CHARTFIELD DETAILS

(These correspond to GL ChartFields.)

Account – *Required. Six digit value for earnings, deductions or taxes (formerly object code). Generally use 511070. (OMB has established account mapping will direct transactions to the proper detailed account in the general ledger.) See Appendix A for crosswalk of SAMIS to Peoplesoft codes.*

Dept ID – *Required. Four digit <u>Financials</u> Department / Cost Center. (Not the three digit HR organizational Department values.)*

Project / Grant – *Optional. Contains four elements:*
 - *Grant and grant year (six digits)*
 - *Project (five digits)*
 - *Sub (two digits)*
 - *Phase (two digits)*

If any of the above fields are used, then all fields must be used. Fill in 0's if there is no value for a field.

Product – *Not used, leave blank.*

Fund – *Required. Five digits. Enter the three digit fund number, unless it is fund 002, in which case enter the four digit grant number, plus the last digit of the two digit grant year.*

Program – *Not currently used.*

Class – *Required. (Appropriation Line). Five digits if used – the three digit operating unit (appropriation) plus the two digit appropriation line.*

Affiliate – *Not used, leave blank.*

Operating Unit – *Required. (Appropriation). Three digits if used – the appropriation number, often the same as the agency number.*

Alternate Account – *Not used, leave blank.*

Set ID – *Required: 'STATE'. Points to GL account values.*

Budget Reference – *Not used, leave blank*.

ChartField 1 – *Not used, leave blank*.

ChartField 2 – *Not used, leave blank*.

ChartField 3 – *Not used, leave blank*.

Encumbrance Account – *Not used, leave blank*.

Pre-Encumbrance Account – *Not used, leave blank*.

Prorate Liability Indicator – *Required, check this option*.

SETUP EXERCISES

The following exercise is designed to review your understanding of the material contained in this section of the training manual. Please use the values provided in the exercise. The answers will be reviewed during class.

EXERCISE 1 – CREATE AN ACCOUNT CODE

Create and account code within your agency to charge time to cost center 8645, fund 888, grant L096-02 sub 03.

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Field	Value
Account Code	
Account	
Department	
Project/Grant	
Fund	
Class	
Operating Unit	
SetID	
Prorate Liab. Ind.	

DEPARTMENT BUDGET TABLE

OVERVIEW

The Department Budget page is where Commitment Accounting defaults are defined for each position. This data will be used after payroll is run to prepare pay data for labor distribution reports and for posting to the General Ledger.

Commitment Accounting data consists of Budget entries for earnings, deductions and taxes. Each entry contains funding source information that is used to create accounting entries.
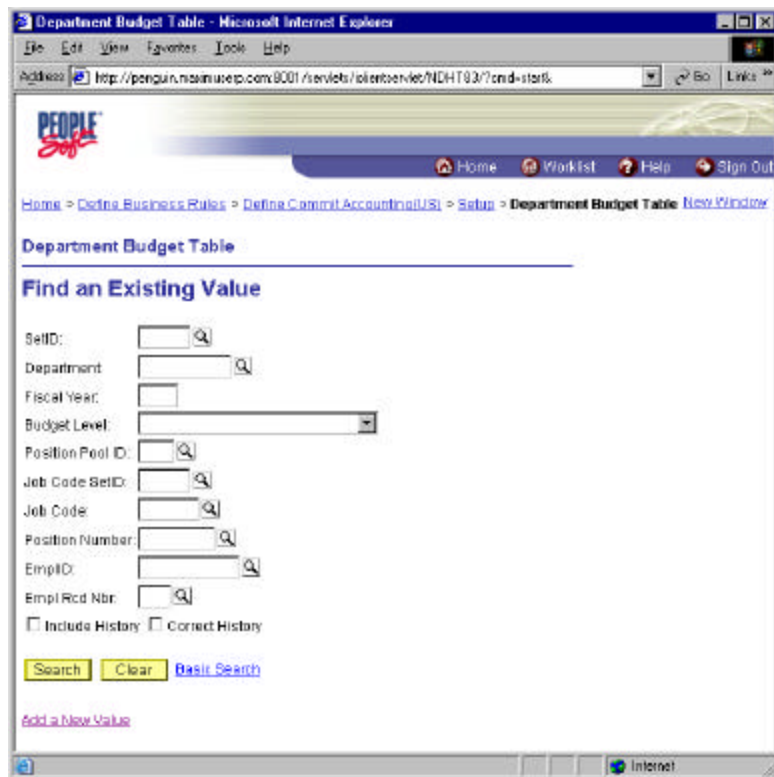
Entries can be entered at different levels, including department, position pool, position, job code or appointment. *Most state entries will be at the position level.*

The system also includes functionality for encumbrances, and budget caps on FTEs that we will not be using.

After a department budget table entry has been used by the distribution process, you can no longer change that entry. (The used by distribution field on each page indicates this status for each entry.) To make changes, insert an effective dated and sequenced row that the system will use to make retroactive changes.

DEPARTMENT BUDGET TABLE NAVIGATION

To initiate the Department Budget process, use the following navigation: ***Define Business Rules > Define Commit Accounting (US) > Setup > Department Budget Table.*** This will bring you to the following search page, from which you can access existing values and add new ones:

Enter the appropriate values to search for existing entries. For more information on finding an existing value, refer to the section: Examining Account Code entries.

ADDING DEPARTMENT BUDGET ENTRIES

Click on the Add a New Value link. The page shown below will be displayed.

Enter the values listed below. All other fields are blank:

Set ID: *Required. Agency Number. 5 digits.*

Department: *Required. Enter the HR Department.*

Fiscal Year: *Required. For example fiscal year beginning 7/1/2002 is 2003.*

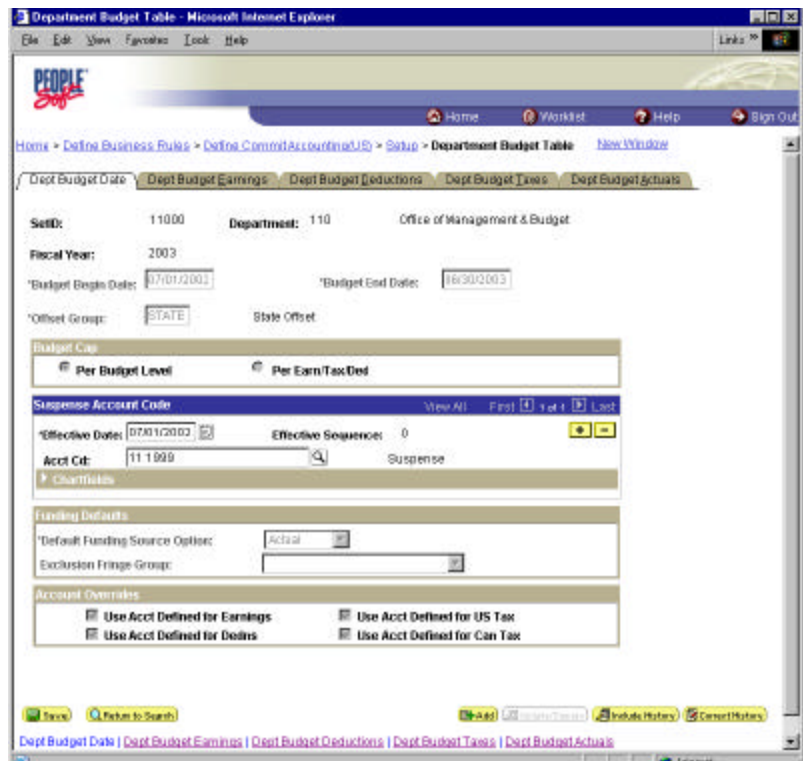**Budget Level**:   *Required. Enter Position.*

Position Number: *Required. Enter a valid Position number.*

Click on the ☐ Add ☐ button.

DATE PAGE

The options on the Date page are only available when you create a new entry.

DATE COMPONENTS

Budget Begin Date and Budget End Date – *Required. Enter the begin and end dates of this budget item (usually the fiscal year.)*

Budget Cap – *Usually Per Budget Level.* Specify the type of budget cap for this department budget. At each budget level, define a cap as follows:

- **Per Budget Level** (that is, for all expenditures combined): Sets a spending limit for each budget level and takes into account all earnings, deductions, and taxes budgets. This cap ensures that the sum of all lower-level budgets doesn't exceed a higher-level budget cap. It isn't used for checking funds during the processing of encumbrance and actuals.

Instead, use the budget amounts specified for each entry on the Department Budget Earnings, Deductions, and Taxes pages.

▪ **Per Earn/Tax/Ded** (that is, separately for earnings, deductions, and taxes): Enables you to define budget caps separately for earnings, deductions, and taxes..

Overall budget and earnings caps are maintained on the Dept Budget Earnings page. Separate caps for taxes and deductions are maintained on the Dept Budgets Deduction and Dept Budget Taxes (U.S. and Canada) pages, respectively.

Suspense Account – *Required. Agency specific.* Specify a suspense account code for the encumbrance and actuals processes to which to charge all unfunded amounts. The suspense account code enables the encumbrance and actuals processes to continue posting to the suspense account code even when the funding source specified on the department budget is exhausted or inactive. Indicate at least one suspense account code and indicate the effective date of the suspense account code for each department budget*.*

The account code you use here cannot be used anywhere else in the department budget. Don't correct this account code after it has been used; instead, enter a new, effective-dated suspense account code. *(OMB has created a suspense account code for each agency, but you may establish a different one.)*

Funding Source Option – *Usually Actual.* Indicate if the Default Funding Source Option is **Specified, Actual,** or **Earnings**.

The default value, whether you create a budget manually or using one of the budget creation processes, is **Actual.** The system uses the funding source (account code) specified for earnings as a default for deductions and taxes and distributes deductions and taxes over actual earnings unless you specify funding sources on the Dept Budget Deductions and Dept Budget Taxes pages.

When **Actual** or **Earnings** is the Default Funding Source Option, the system hides the Account Code (Deductions), Funding End

Date (Deductions), Account Code (Tax), and Funding End Date (Tax) fields and the system uses the funding source (account code) specified for earnings as a default for deductions and taxes.

When you select **Specified,** the system displays the Account Code (Deductions), Funding End Date (Deductions), Account Code (Tax), and Funding End Date (Tax) fields for you to specify the default funding options.

Exclusion Fringe Group – *Leave Blank. Not Used.*

Account Overrides – *Required. Select for earnings, deductions, and U.S. taxes*. The Actuals Distribution uses the account mapping set up on the account mapping tables to map earnings, deductions, or taxes to a different account than the one associated with the specified account codes. *(Account mapping is set up by OMB.)*

Mapping Example:

Value	Source	Example
Account Code – Earnings (S01)	Dpt Bdg	1103020E-00131
Account Code Account	Acct Cd	511070
Earnings Code Account	Map	SO1 = 511005
Account used in Distribution	Map	511005
Account Code – Deduction (EAP)	Dpt Bdg	1103020D-00131
Account Code Account	Acct Cd	516090
Earnings Code Account	Map	EAP = 516015
Account used in Distribution	Map	516015

EARNINGS, DEDUCTIONS & TAXES PAGES

The system uses the account code information from the Department Budget Earnings, Deductions and Taxes pages when processing encumbrances and actuals distribution if you haven't entered an employee-specific account code override on the Job Earnings Distribution record, Job Data record, or Paysheet page. *(We plan to always use the Department Budget Table method.)*

When you run the Actuals Distribution process (to distribute your actuals across funding sources and accounting periods), the system looks first for an account code specified on the Paysheet record, which originates from the Job Earnings Distribution record and which you can override on the Paysheet. If there is no code specified there, then it looks at the account code information on the Department Budget tables. (Exception: You cannot override funding sources for employer paid taxes at the job data or paysheet level.)

The system performs fund checking when you run the Actuals Distribution process. If there is insufficient budget to distribute all or part of an employee's earnings, benefits, or employer-paid taxes, the system generates messages to the Pay Message component and distributes the unfunded amount to suspense account. Funds checking is performed against the information on the Dept Budget pages, and not against the Overall/Detail caps; the latter are used to edit the budget amounts.

During this processing, the system searches active budget levels and stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparison with the funding end date.
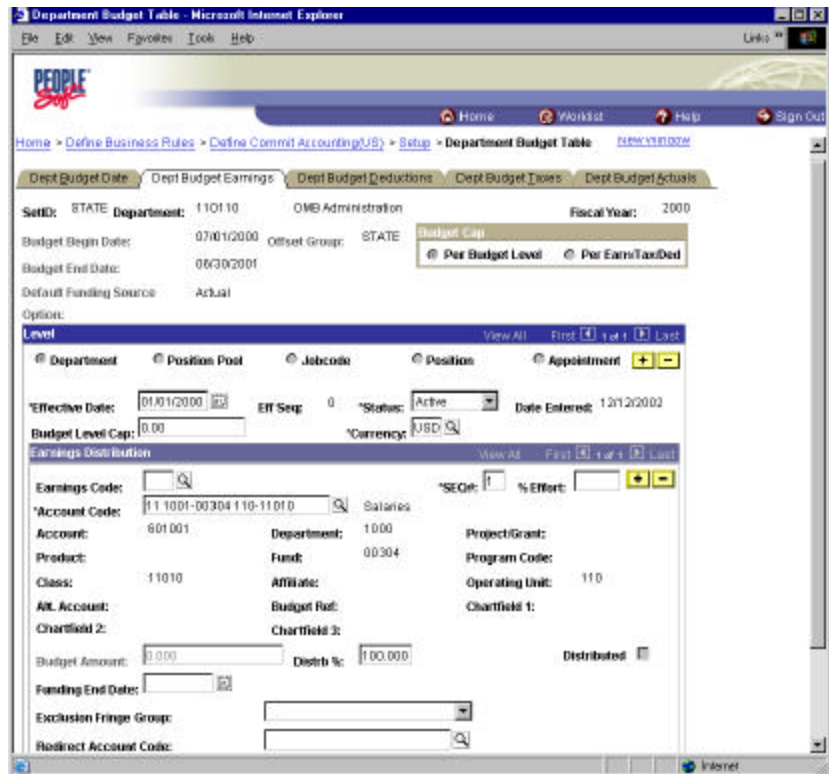
To create multiple funding sources, insert multiple entries (there is no limit) to specify additional funding source. However, be aware of the following guidelines:

- Enter either a budget amount or a percentage of distribution in each row.

▪ If you have some dollar-limited funding sources (budget amount) and others that are unlimited (percentage of distribution), assign lower sequence numbers to the limited entries and higher sequence numbers to the unlimited entries.

▪ When you use percentages, the sum of percentages for each funding source must equal 100.

▪ When the Default Funding Source Option on the Department Budget Date page is Actual, you must enter one earnings distribution record with a blank earnings code. Deductions and Taxes will then distribute using the earnings account distribution

Although you can choose to set up budgeting and funding at the department, position pool, job code, position, or appointment (EmplID) levels, the system stores actuals and encumbrance information at the lowest level, even if you define your budgeting and funding for the entire department. In this way, if you change the levels during your fiscal year, the system calculates the encumbrances and actuals according to your new funding levels.

EARNINGS COMPONENTS

Most fields appear on each of the next three pages (Earnings, Deductions and Taxes). We will explain them all in relation to the Earnings Table, and note the differences for the other tables.

Effective Date and SEQ# – *Required. Usually the beginning of the budget year.* These indicate when a budget row takes effect and in what order to apply the row. The system uses these fields to determine when and what order to apply retroactive budget changes.

Budget Level Cap – *Optional. Normally not used.* Enter the budget level cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget cap. It isn't used for checking funds during the processing of encumbrances and actuals.

Currency *Required. Select "USD".*

Earnings Distribution – Establish one or multiple funding sources. Funding sources are defined using an account code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the earnings code is blank. This entry is the default funding source and is used as the funding for all earnings where a specific entry for an earnings code hasn't been established.

Earnings Code – *Usually blank*. Select an earnings code to establish a budget for particular earnings type. Establish budgets for as many different types of earnings as needed. (If the only difference in accounting for different earnings codes is the account, you do not need to establish budgets for each one – account mapping will direct each earning code to the proper account.)

Percentage Of Effort – *Normally not used.* Represents a university's estimate of activity attributable to and associated with a specific grant (or funding source) for the defined begin and end-dates. This field was designed for those higher education customers who need to track a "percentage of effort" as defined in the OMB A-21 regulations.

Sequence Number – *Required. Usually "1".* Indicates the order (sequence) in which to use funding sources. If you have dollar-limited funding sources (Budget Amount) and unlimited sources (% of Distribution), assign lower sequence numbers to the limited entries and higher numbers to the unlimited entries.

Account Code – *Required. Use appropriate value for your department, fund, project, etc.* For each earnings, deductions, or tax class row, select an Account Code. The system displays General Ledger ChartField information based on the Account Code you select. (If you do not see the account code you need, you will need to return to the Account Code Table to create a new one.)

Budget Amount and Distrib Percent – *One of these two is required.* For earnings and deductions, establish budgets in the Budget Amount field or the Distrib % field. Once you enter one of these options, the other field becomes unavailable for entry. For example, if you decide to change from a budget amount to a percentage of distribution, first delete the existing amount.

Budget Amount determines funding using a dollar amount, whereas Distrib % uses percentages. When you specify multiple account codes with a budget amount for a single budget sequence, percentage distribution is implied by the ratio between the amounts. (Note: Percentages must total 100%)

If you elect to use a budget amount, you will need to show the total (annual) budget for that funding source (not the monthly amounts). You'll update budget information annually with the new budget amounts for each department, job code, position pool, position number, or appointment. Funds checking uses the budget amount. If you don't want to exceed a dollar limit for a particular budget level, use only budget amounts rather than percentages.

Generally the state will be using the Distrib % field (conversion will be done this way) to allocate a position's salary to various account codes, but agencies can choose to use budget amount.

If you use a combination of amounts and percentages (for example, some rows have amounts while others have percentages), make sure to apply percentages only to the last sequence numbers to ensure that there is sufficient funds to cover the flat amounts.

Allow Overspend – *Optional. This option should usually be checked, when available.* Select this option to enable the actuals process to continue to post transactions to an account code even when the budget cap has been exceeded. (This option is available only when the Budget Amount is used.)
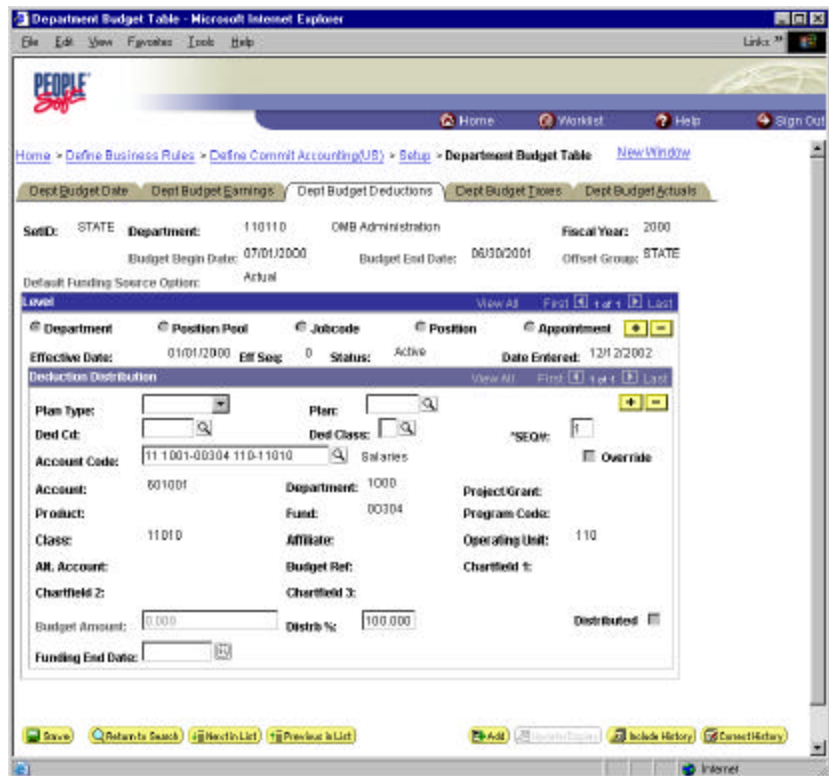
Used by Distribution – Set by system. Indicates if an actuals process has used this budget. If this budget has been used, you cannot make corrections: instead enter a new row.

Funding End Date – *Optional. Usually left blank.* Enter the date (if applicable) on which this funding source ends. Leave this field blank to indicate that the funding source isn't date controlled.

Exclusion Fringe Group – *Not used. Leave blank*. Select a group of fringe expenses to exclude from funding from the earnings account code. If you leave this field blank, the system funds all fringe costs from the earnings account code. This field is available only when the Default Funding Source Option is *Actual or Earnings*.

Redirect Account Code – *Not used. Leave blank*

DEDUCTIONS COMPONENTS

Deduction Budget Cap – *Normally not used.* If you selected Per Earn/Tax/Ded as the Budget Cap value on the Dept Budget Date page, the system displays the Deduction Budget Cap field. Use this field to define budget caps individually for earnings, deductions, and taxes.

Enter the deduction budget cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget. It isn't used for checking funds during the processing of encumbrances and actuals.
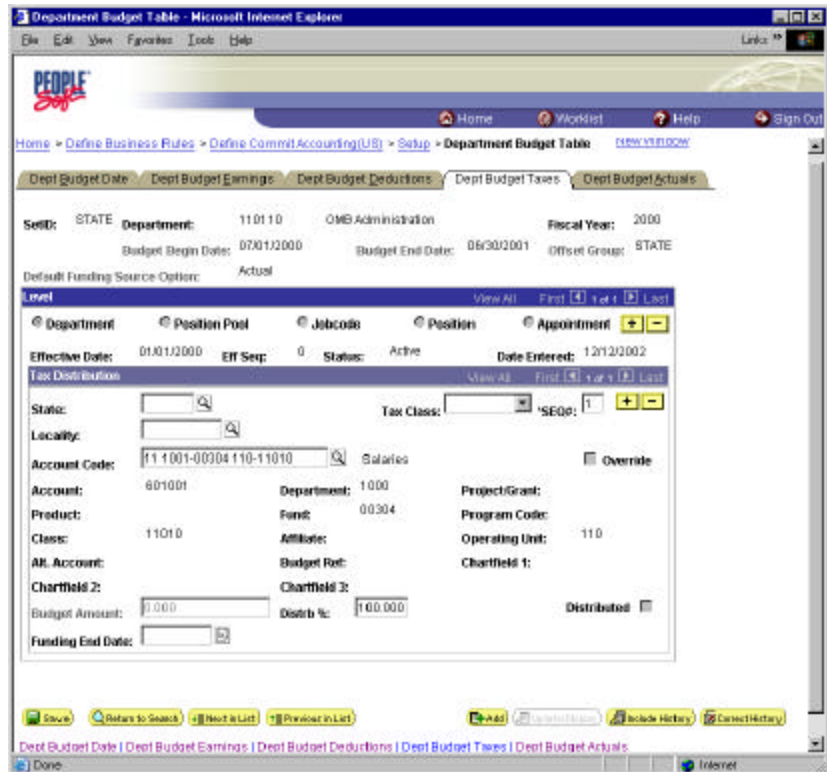
Deduction Distribution – *Normally not used – deductions will then distribute based on earnings distribution.* Establish multiple deduction-plan types and (optionally) specify a *Funding End Date* for each of those plans. Funding sources are defined using an account code that represents a valid General Ledger ChartField

combination.

Establish one entry for each budget level in which the deduction *Plan Type, Plan, Ded Cd,* and *Ded Class* are blank. This entry is the default funding source and is used as the funding for all deductions where a specific entry for a deduction type hasn't been established.

Plan Type, Plan, Deduction Code, Deduction Class – *Normally not used.* Select a deduction plan type, plan, deduction code, and deduction class from the available options. *Override* Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page. *Note.* If you make an entry in one of these fields (*Plan, Ded Cd,* or *Ded Class*), you must enter all fields.

TAX COMPONENTS

Tax Budget Cap *Normally not used.* If you selected *Per Earn/Tax/Ded* as the Budget Cap value on the Dept Budget Data page, the system displays the Tax Budget Cap field. Use this field to define budget caps individually for earnings, deductions, and taxes.

Enter the Tax Budget Cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget. It isn't used for checking funds during the processing of encumbrances and actuals.

Tax Distribution – *Normally not used.* Establish multiple state or province taxes and tax classes and (optionally) specify a Funding End Date for each of those classes. Funding sources are defined using an account code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the deduction Tax Class, State or Province, and Locality (U.S. only) are blank. This entry is the default funding source and is used as the funding for all tax classes where a specific entry for a Tax Class hasn't been established.

State or Province, Tax Class, Locality – *Normally not used.* Specify a budget for a particular type of tax. (For federal tax, choose *$U.*)

Override – *Required. Check this box.* Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page. Note. If you enter one of these fields (State/Province, Locality, or Tax Class), you must enter all fields.

SETUP EXERCISES

The following exercises are designed to review your understanding of the material contained in this section of the training manual. Please use the values provided in the exercise. The answers will be reviewed during class. If you don't have time to do all the exercises, do those that are most relevant to your business situation.

EXERCISE 2 – FUNDING SOURCE SPLIT

Your agency has hired a full-time employee that will work in two separate areas. Set up a department budget table for this position, splitting the salary 50/50 between 2 account codes.

EXERCISE 3 – FUNDING SOURCE SPLIT

Your agency has a full-time employee that charges all of their time to one account code. This employee will now start charging 25% of their time to another area. Update the department budget table for this position, splitting the salary changing the main account code to 75% and adding another for the other 25%

.

Field	Value
Employee	
Position	
Agency	
Set ID	
Account Code	
Start Date	

ACTUALS DISTRIBUTION PROCESS

OVERVIEW

The Actuals Distribution process distributes actual earnings, employer deductions, and employer taxes across the funding sources you've established and notifies you when you've exceeded any budget amounts specified on the Department Budget component or when a transaction lacks funding.

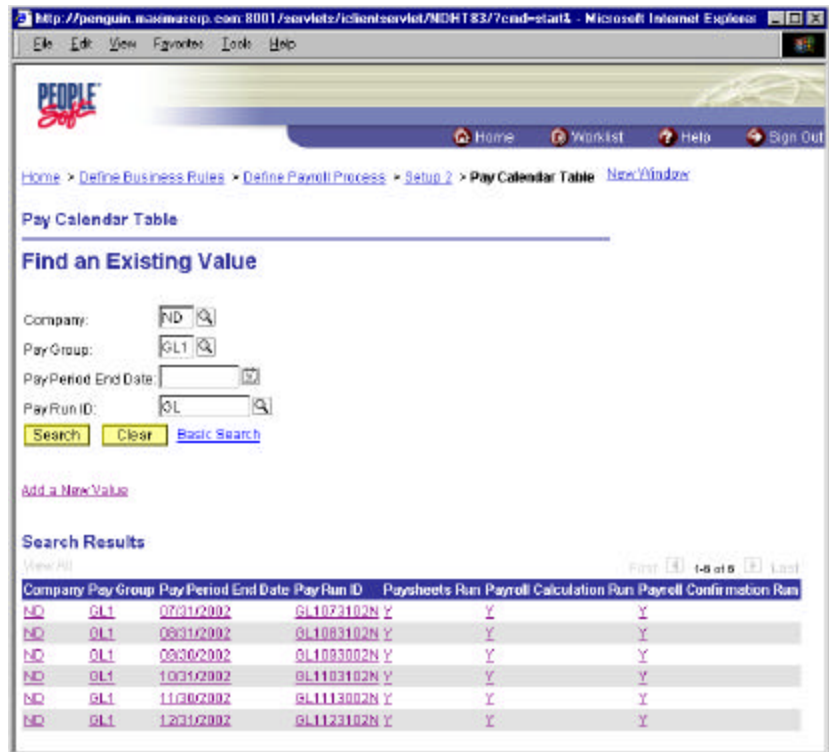The Actuals Distribution process allocates transactions without funding sources or adequate funding to the department budget's suspense account code.

The system processes transactions that exceed the budget cap so long as the funding source has the Allow Overspend checkbox selected on the Department Budget component. The process generates a warning for these transactions.

ACTUALS DISTRIBUTION PROCESS STATUS

The distribution process will be run by the OMB payroll department for all agencies. The distribution process will run the day after the payroll confirm. After distribution runs it is possible to look at the effect of each distribution. In order to determine if the process has been run, you can check its status in the Pay Calendar Table component.

PAY CALENDAR TABLE NAVIGATION

To review the Pay Distribution Run Status, use the following navigation: ***Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table.*** This will bring you to the search page.

Enter the appropriate values to search for existing entries. Click on the link you wish to review. For more information on finding an existing value, refer to the section: Examining Account Code entries.

PAY CALENDAR TABLE PAGE

To determine if the Distribution process has been run, review the Pay Distribution Run check box. A check mark indicates the process has been run.
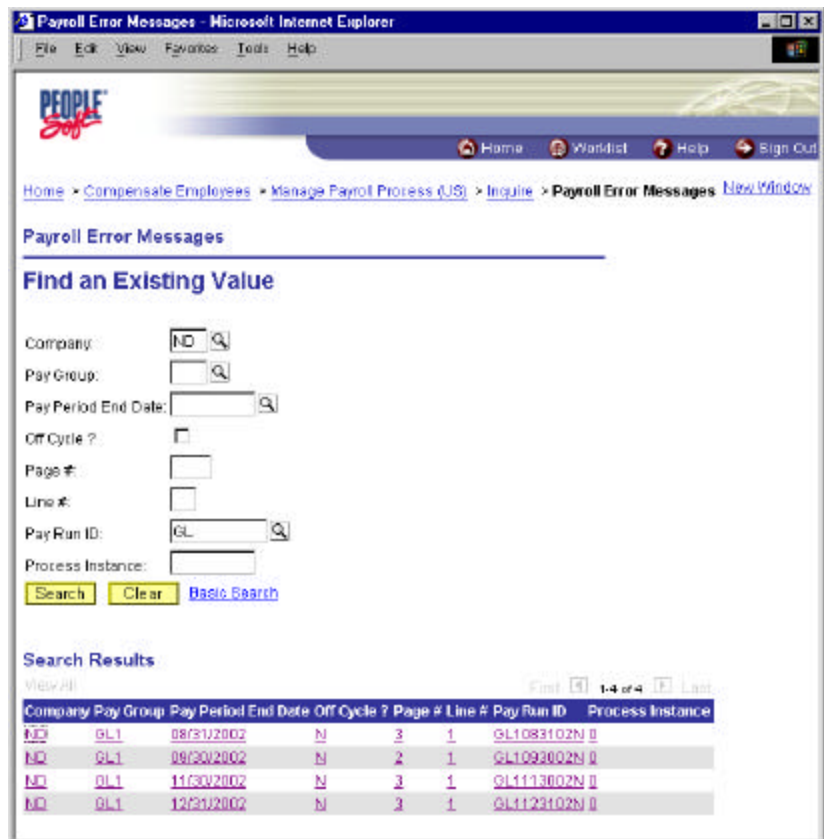
LABOR DISTRIBUTION ERROR IDENTIFICATION

OVERVIEW

Certain conditions, such as expired funding dates, and inadequate funding will generate errors during the Labor Distribution process. You must correct all errors before the process will run successfully. The error messages are stored in the same component used by payroll to store errors for other processes.

You can review the error messages to obtain information on the cause of the problem, and help determine to corrective action that needs to be taken. The Payroll Error Message component is used to analyze this information.

PAYROLL ERROR MESSAGE NAVIGATION

To review Payroll Error Messages, use the following navigation:
Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages. This will bring you to the following search page.

Enter the appropriate values to search for existing entries. Click on the link you wish to review. For more information on finding an existing value, refer to the section: Examining Account Code entries.

PAYROLL ERROR MESSAGE COMPONENT

Review the error displayed, in order to determine the appropriate corrective action.

Page - If the error is for an employee, this field displays the paysheet page number.

Line - If the error is for an employee, this field displays the paysheet payline number.

Message - Separate Check # (separate check number). This field appears If the error is for an employee and the error occurred on a separate check.

Message ID - The MIS department uses this to find and correct errors.

Message Data - If the error is associated with an object, such as an earnings code, this field displays the object ID.

MODIFY ACTUALS DISTRIBUTION ITEMS
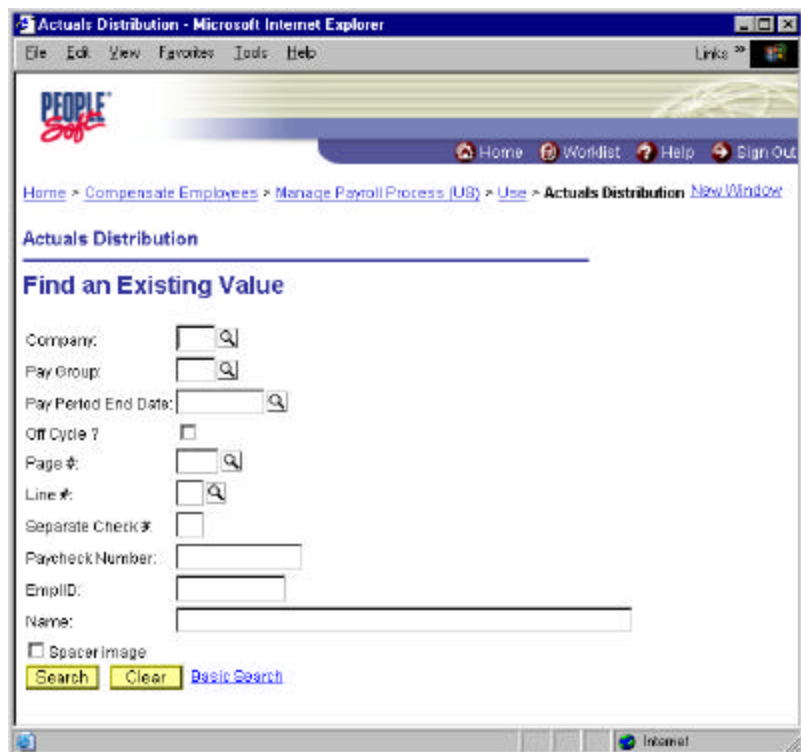
OVERVIEW

There will be occasions when the default funding source is not appropriate for the current payroll charges. However, you may wish to keep the defaults in place for future pay. There will also be occasions when you are not aware of the correct funding source until after the payroll checks have been produced.

In these circumstances, it is possible to modify the funding source and even split the amounts paid, deducted or taxed, as long as the total amount remains the same. Corrections such as these can be made after the Actuals Distribution process has been run, but before the Actuals GL Interface process is run. Any funding source corrections you enter will be included in labor distribution reports and when actuals are posted to the PeopleSoft General Ledger.

ACTUALS DISTRIBUTION NAVIGATION

To initiate the Actuals Distribution correction process, use the following navigation: ***Compensate Employees > Manage Payroll Process (US) > Use > Actuals Distribution.*** This will bring you to the following search page, from which you can access existing values:

Enter the appropriate values to search for existing entries. For more information on finding an existing value, refer to the section: Examining Account Code entries.

COMMON ELEMENTS

Several fields appear on all of the pages, including:

Corrected and Correction Date – These indicate if the distribution information of this paycheck has been corrected and if so, the date it was corrected.

Off Cycle? – Indicates if this was an off-cycle pay period.

Separate Check # – If all of the earnings, deductions, or taxes are on a single paycheck for this pay period, this field displays zero.

Employee Record # – The employee record number associated with this paycheck.

Department, Job Code, and Position – Select the department and job code or position to which the earnings, deductions, or taxes are distributed. The Job Code and Department fields populate automatically when you select a position.

Currency – The currency of the earnings, deductions, or taxes associated with the Job Code or Position.
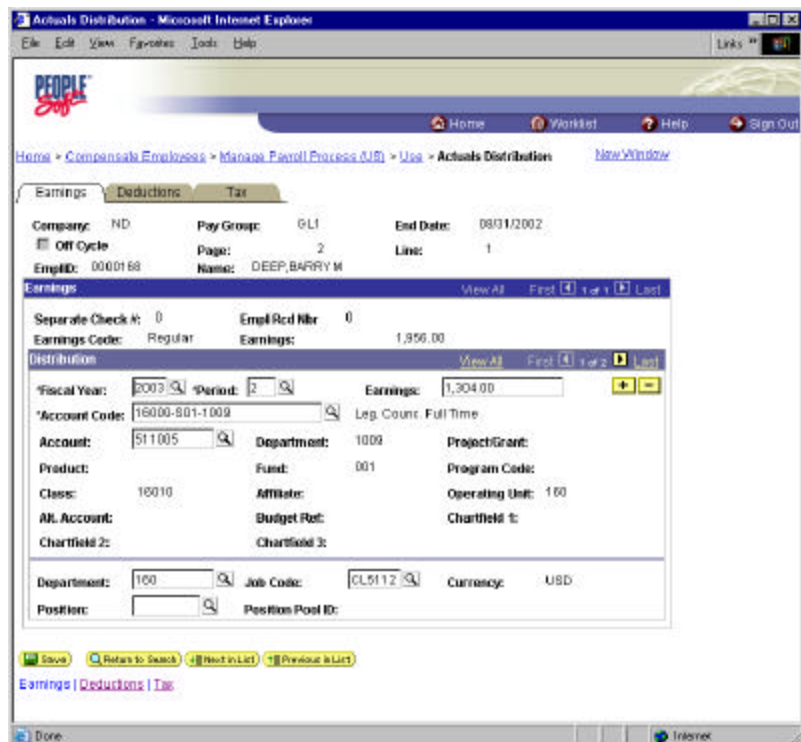
Position Pool ID – Displays the Position Pool ID of the Position, if applicable.

Fiscal Year, Period, Account Code and Account – Enter the fiscal year, period, account code, and account to which to distribute the earnings. The Account field is only available if the account override for the expense type (earnings, deductions or taxes) is selected on the Department Budget Date page.

EARNINGS, DEDUCTIONS AND TAXES PAGES

Use these pages to view and modify the actuals distributions for an employee's earnings, deductions and taxes. When you make changes on a page, the system performs an edit when you save the page to ensure that the total amount redistributed is the same as the paycheck totals.

EARNINGS COMPONENTS

Fiscal Year – *This value should be correct as it appears and typically will not need to be changed. Changing this field will impact the accounting period to which the entry is posted in the PeopleSoft General Ledger.*

Period – *This value should be correct as it appears and typically will not need to be changed. Changing this field will impact the accounting period to which the entry is posted in the PeopleSoft General Ledger.*

Earnings – *Enter the amount of earnings to be distributed to this account code in this accounting period.* The sum of the earnings in the Distribution group box must equal the displayed Earnings amount for this check number.

Current Deduction – *Enter the amount of the deduction to be distributed to this account code in this accounting period.* The sum of the deductions in the Distribution group box must equal the displayed Current Deduction amount for this check number.

Current Tax – *Enter the amount of the Current Tax to be funded by this account code.* The total of the values in the Current Tax field must equal the amount in the Current Tax field in the upper group box.

Account Code – *Enter the correct account code to reflect the proper ChartFields that should be charged for this entry.* If necessary, you can use the lookup feature to locate the appropriate account code.

Account – *Enter the correct account that should be charged for this entry.* If earnings account mapping is enabled for the corresponding department budget, this field is available for entry. (*Generally this should not be changed as OMB has already mapped all earnings, deductions and tax codes to the correct account.*)

Employee Record # – This value should be correct as it appears and typically will not need to be changed.

Department – This value should be correct as it appears and typically will not need to be changed.

Job Code – This value should be correct as it appears and typically will not need to be changed.

Position # – This value should be correct as it appears and typically will not need to be changed.

LABOR DISTRIBUTION EXERCISES

The following exercises are designed to review your understanding of the material contained in this section of the training manual. Please use the values provided in the exercise. The answers will be reviewed during class. If you don't have time to do all the exercises, do those that are most relevant to your business situation.

EXERCISE 4 – ACCOUNT CODE CORRECTION

An employee had part of his salary charged to the wrong account code. Using the Modify Actuals Distribution process, change the account code.

EXERCISE 5 – MODIFY ACTUALS DISTRIBUTION

An employee had his salary charged to several different account codes. One of them should not have been used. Correct the actuals distribution to remove one account code, and allocate the salary to the remaining account codes.

Field	Value
Employee	
Position	
Agency	
Set ID	
Account Code	
Start Date	

ACTUALS GL INTERFACE PROCESS

OVERVIEW

The Actuals GL Interface process prepares actuals transactions including both expenses and liabilities to be published to the General Ledger. All processed transactions are reflected on the Department Budget Actuals page.

ACTUALS GL INTERFACE PROCESS STATUS

The GL Interface process will be run by the OMB payroll department for all agencies. The distribution process will run about two days after the payroll confirm. After the GL Interface runs it is no longer possible to modify the actuals distribution values. In order to determine if the process has been run, you can check its status on the Pay Calendar Table component.
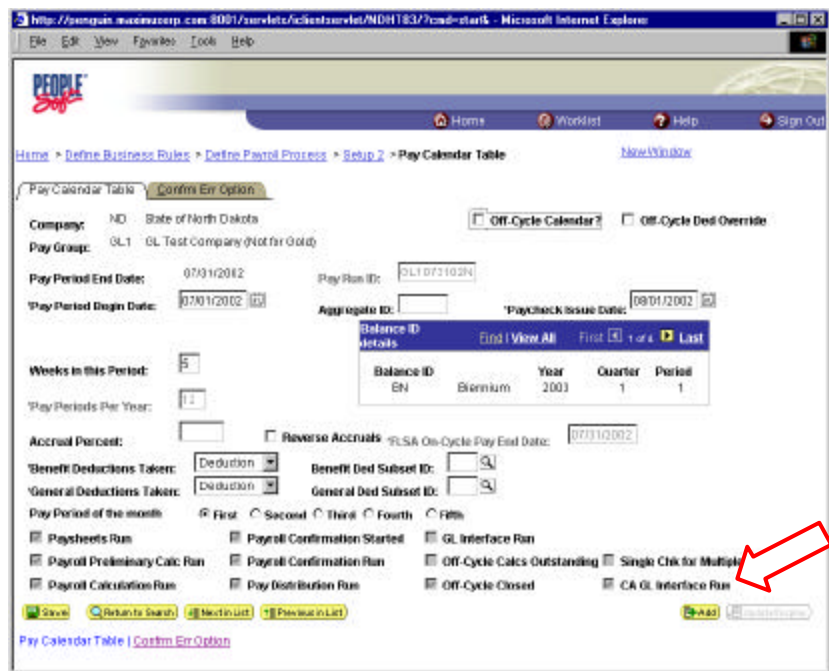
PAY CALENDAR TABLE NAVIGATION

To review the Pay Distribution Run Status, use the following navigation: **_Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table._** This will bring you to the same page we used in the Actuals distribution process.

Enter the appropriate values to search for existing entries. Click on the link you wish to review. For more information on finding an existing value, refer to the section: Examining Account Code entries.

PAY CALENDAR TABLE PAGE

To determine if the GL Interface process has been run, review the Pay Distribution Run check box. A check mark indicates the process has been run.

RETROACTIVE DISTRIBUTION

OVERVIEW

You can make mass changes to the distribution of funding sources at the department, job, position pool, position, or appointment level for data that has been posted to PeopleSoft General Ledger. Create retroactive transactions directly by using the Direct Retro Distributions (direct retroactive distributions) process to search the database for records that meet search criteria and replace selected data in those records with new information. Or create retroactive transactions by modifying department budget tables. When you start the Budget Retro Distribution process, the system will create retroactive transactions (including the new records and the reversal of the original records) for all records affected by the changes, either using the Direct Retro Distribution process or in the Department Budget table.

After you create the transactions, using either method, view them in the Create Retro Distribution Transactions (create retroactive distribution transactions) component to ensure that they are correct and make changes if necessary. From there, start the online transaction process to apply the new transactions to the actuals data.

An example of the Direct Retro Distribution and Retro Distribution Transaction Pages are shown below. The topic is not covered in detail during this training session. For additional information, contact your PeopleSoft support group.

DIRECT RETRO DISTRIBUTION PAGE

The Direct Retro Distributions process does not apply any changes to the database. If this process is successful, it creates transactions that will be used later to update the database.

RETRO DISTRIBUTION TRANSACTION PAGE

Use the Retro Distribution Transactions component to compare the proposed funding distribution transactions with the old and to make any necessary changes.

APPENDIX A

SAMIS TO PEOPLESOFT CROSSWALK

HRMS Earnings Code	ISI Earnings Type	Description	PeopleSoft Account	SAMIS Object
S01	REG	Regular Pay	511005	1100
S02	TEM	Temporary Pay	513005	1200
S03	BRD	Board Member Pay	511005	1100
S04	LEG	Legislator Pay	511035	1510
S05	SES	Legislative Session Pay	511065	1550
S06		Contract Earnings	511005	1100
S10	OTS	Overtime at Straight	514005	1300
S11	OTP	Overtime at 1.5	514005	1300
S12	OT2	Overtime at Double	514005	1300
S13	COM	Compensatory Time Paid	514005	1300
S14	ADL	Pay Adjustment	511005	1100
S15		Retro Pay	511005	1100
S16		Worker's Comp Adjustment	511005	1100
S17		Reduction in Pay	511005	1100
S20	SHH	Shift Differential Hourly .31	512005	1110
S21	SHH	Shift Differential Hourly .40	512005	1110
S22	SHH	Shift Differential Hourly .58	512005	1110
S23	SHH	Shift Differential Hourly .80	512005	1110
S24	SHH	Shift Differential Hourly 2.00	512005	1110
S25	SHH	Shift Differential Hourly Any	512005	1110
S26	SHL	Shift Differential Lump Sum	512005	1110
S27	SHW	Shift Weekend Hourly .50	512005	1110
S28	SHW	Shift Weekend Hourly 1.00	512005	1110
S29	SHW	Shift Weekend Hourly Any	512005	1110
S30	CLL	On Call Differential	511005	1100
S31	LPD	Legislator Per Diem	511045	1530
S32	UVE	Unvouchered Expense	516090	1899
S33	CAR	Vehicle - Taxable	521040	2167
S34	MIT	Mileage Tax	521100	2119
S35	MVA	Motor Vehicle Allowance	521040	2167
S36	MAT	Meal Allowance Taxable	521035	2140
S38	VCT	Vacation Balance Pay	511020	1400
S39	SLP	Sick Leave Pay at Retirement	511025	1405
S40	COE	Compensatory Time Earned	N/A	N/A
S41	VAC	Annual Leave - Salaried	N/A	N/A
S42	SCK	Sick Leave - Salaried	N/A	N/A
S43	FSL	Family Sick Leave - Salaried	N/A	N/A
S44	COT	Comp Time Taken - Salaried	N/A	N/A

HRMS Earnings Code	ISI Earnings Type	Description	PeopleSoft Account	SAMIS Object
S45	FNL	Funeral Leave - Salaried	N/A	N/A
S46	JUR	Jury Leave - Salaried	N/A	N/A
S47	MIL	Military Leave - Salaried	N/A	N/A
S48	HOL	Holiday Pay - Salaried	N/A	N/A
S50	VAC	Annual Leave - Hourly	N/A	N/A
S51	SCK	Sick Leave - Hourly	N/A	N/A
S52	FSL	Family Sick Leave - Hourly	N/A	N/A
S53	COT	Comp Time Taken - Hourly	N/A	N/A
S54	FNL	Funeral Leave - Hourly	N/A	N/A
S55	JUR	Jury Leave - Hourly	N/A	N/A
S56	MIL	Military Leave - Hourly	N/A	N/A
S57	HOL	Holiday Pay - Hourly	N/A	N/A
S60	VAC	Annual Leave - Contracts	N/A	N/A
S61	SCK	Sick Leave -Contracts	N/A	N/A
S62	FSL	Family Sick Leave -Contracts	N/A	N/A
S63	FNL	Funeral Leave-Contracts	N/A	N/A
S64	JUR	Jury Leave-Contracts	N/A	N/A
S70	REB	Recruitment Bonus	511005	1100
S71	PBP	Performance Bonus Pay	511005	1100
S72	RBP	Retainage Bonus Pay	511005	1100
S73	MRT	Merit/Suggestion Award	511005	1100
S74	SER	Service Award	N/A	N/A
S80	EDA	Educational Assistance	611035	2369
S90	MOV	Moving Expense Reimbursement	512055	2165
S91	MOR	Moving Expense Reportable	512055	2165
S95	SEV	Severance Pay	511030	1410
SAD		Advance Pay	511005	1100
SAL		Annual Leave Adjustment	N/A	N/A
SCT		Comp Time Taken Adjustment	N/A	N/A
SCV		Conversion	N/A	N/A
SEP		Earned Not Paid	511005	1100
SFL		Funeral Leave Adjustment	N/A	N/A
SFS		Family Sick Leave Adjustment	N/A	N/A
SHP		Holiday Pay Adjustment	N/A	N/A
SJL		Jury Leave Adjustment	N/A	N/A
SML		Military Leave Adjustment	N/A	N/A
SPE		Paid not Earned	511005	1100
SSD	SSD	Shared Sick Leave Donated	N/A	N/A
SSL		Sick Leave Adjustment	N/A	N/A
SSR	SLR	Shared Sick Leave Received	N/A	N/A
SVD	SVD	Shared Vacation Donated	N/A	N/A
SVR	SLR	Shared Vacation Received	N/A	N/A